



PFFF Volunteer Stage Manager – Position Description

This is a sessional volunteer role managing backstage operations as directed at various stages at the Port Fairy Folk Festival. You will also provide support to your MC, backstage crew and assist artists as directed.

Answers to: Program Director, Port Fairy Folk Festival Committee, Production Manager and venue Production Crew, Village Program Co-ordinator, MC & SM Scheduler, MC & SM Manager(s).

Hours: Required attendance during Festival Weekend. 12 hours maximum in total across the Festival weekend (Friday evening to Monday afternoon). Hours worked will be rostered in 3 – 4 shifts of between 2 and 6 hours each. Normal hours of work are between 4:00pm and 11:59pm Friday, 12:00am to 1:00am / 8:00am and 11:59pm Saturday & Sunday, and 8:00am and 1:00pm Monday.

Benefits: PFFF provides a weekend pass and free Friends of the Festival T-shirt in exchange for volunteer work across the festival weekend according to your roster. There is no monetary remuneration for this position.

Key Selection Criteria:

- Preference will be given to those with maximum availability and flexibility across the festival weekend.
- Excellent communication and organisational skills are a must.
- Punctuality and good timekeeping skills are essential.
- Ability to follow instructions both written and spoken as outlined to our Volunteer Code of Conduct and MC/Stage Manager guides. (* NB you will be provided with a comprehensive Stage Manager guide should your application be successful).
- Must be able to, or already have organised accommodation at or nearby the Festival in Port Fairy.
- Previous experience with instruments, audio equipment or work in similar role at PFFF, other festivals or theatre productions will be highly regarded.
- Some lifting up to 30kg may be required as part of this role.
- OHS qualifications will be highly regarded.
- Must be over 18 years old.

Key Responsibilities:

- Keep your stage running on time.
- Work in conjunction with Artists and other backstage crew members to facilitate efficient delivery of concerts.
- Keep backstage supplies neat and well stocked.
- Observe OHS requirements to keep backstage free from hazards.
- Report any incidents or issues to the MC/SM Scheduler or MC/SM Manager.
- Support your MC and other members of the backstage crew as required.
- Assist Artists to set up and remove their equipment in a timely fashion as required.
- Liaise with the MC to provide appropriate feedback to the Festival Committee by providing details as outlined in the Stage Books for each show.
- Assist with locking down the venue after the last show of the day.